

**SECRET**

DD/S 68-4248

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19 August 1968

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Purge of Retired Office Records

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1. The Executive Director-Comptroller has established the CIA Records Management Board, chaired by the Agency Records Administration Officer and comprised of senior Records Officers from each Directorate and the Office of the Director. I have appointed [REDACTED] as the DD/S Records Administration Officer and the Support Directorate representative on the Records Management Board. The Board is responsible to study records problems, seek solutions, and coordinate proposed alternatives. The Board will develop modern indexing, storage, and retrieval systems, and recommend improved techniques to manage the creation, maintenance, and disposition of Agency records.

2. The Board will undertake as its first order of business a reduction in the volume of retired office records at the Agency Records Center. To assist in this purge each of you is requested to appoint responsible officers with authority to review your Office's records stored at the Center in order to dispose of all unnecessary materials as well as adopt procedural and technological improvements to reduce the volume. Our objective is an overall reduction of 50%. I will expect a report by 10 September as to the initial actions taken and plans being developed for your Office on this matter.

3. The responsibilities of the Board fall heavily on each Office. To assist the Board and to carry out the records program responsibilities in each Office, you are requested to designate at least one individual whose primary function will be to serve as your Records Management Officer.

/s/  
R. L. Bannerman  
Deputy Director  
for Support

cc: Chief, Support Services Staff

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